

**Job Location:** 460 Ninth Avenue, Smyrna, TN 37167

## **DHS Program Director 2 – Vocational Rehabilitation**

### **Community Tennessee Rehabilitation Centers (CTRC) Network Director (CTRC Network Director)**

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Division of Rehabilitation Services, Vocational Rehabilitation (VR) Program, seeks to provide employment-focused rehabilitation services for individuals with disabilities consistent with their strengths, priorities, and resources. This includes working with individuals and employers – both as VR customers. In addition to meeting the needs of individuals with disabilities, VR is also called upon to meet the needs of businesses in the state through labor market knowledge, economic competency, and employer partnership skills.

Under the general supervision of the Vocational Rehabilitation (VR) Program, the Director of the CTRC Network is responsible for operating a network of seventeen (17) Community Tennessee Rehabilitation Centers across the state. The CTRCs provide rehabilitation services for individuals and employers in their surrounding areas and are funded with federal and local dollars. The CTRC Director is responsible for building long-term relationships with businesses with a presence in Tennessee to meet the individual needs of those businesses while increasing the employment of individuals with disabilities in the competitive integrated labor market. The CTRC Director is responsible for developing and implementing strategies that identify and meet both employer and job seeker needs while providing leadership to the CTRC Network across the state.

#### **Position Responsibilities:**

- Provide leadership, guidance and direction for all CTRC Network operations, functions, and activities. Evaluate and oversee the organization, structure, and staffing of the CTRC Network to achieve unit and VR program goals including meeting the needs of individuals with disabilities, the business community, and compliance with the requirements of Workforce Innovation and Opportunities Act (WIOA).
- Provide day to day oversight of the CTRC Managers including conducting regular meetings, creating professional development plans, and facilitating training opportunities for staff.
- Develop and implement innovative education and business outreach plans that targets geographic locations and business industries based on labor market data and employment trends in Tennessee.
- Establish, maintain, and strengthen relationships with state partners including Economic and Community Development (ECD), Department of Labor and Workforce Development (DLWD) and their Workforce Investment Networks, American Job Centers and One Stops across the state.
- Maintain and strengthen relationships and communication with the state TRC Advisory Board and represent the Department and the Vocational Rehabilitation program to a variety of audiences across the state.
- Facilitate and maintain contact with stakeholder groups, including the facilitation of regularly scheduled meetings with provider and advocacy associations.

## Position Requirements:

- Bachelor's degree in business, human resources, training and development, vocational rehabilitation or a related field required. Master's degree preferred.
- 5 years of full-time professional experience in one or a combination of the following: social services, human services, education, and/or social services grant coordination.
- 1-2 years supervisory experience including experience in leadership practices that values and rewards inclusion, team work, collaboration, innovation, and performance excellence.
- Proven success in establishing key relationships and exhibiting advanced influencing skills with all levels of management and external stakeholders.
- Flexible work style, ability to handle the pace of the environment with unexpected changes.
- Strong interpersonal, communication, presentation, and listening skills.

## Competencies:

- Business acumen
- Innovation
- Strategic agility
- Directing others
- Collaboration
- Drive for results
- Organization agility
- Political savvy
- Interpersonal savvy
- Customer focus

## Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

## How to Apply:

- Please submit resume and cover letter outlining your related experience to [Talent.Management.DHS@tn.gov](mailto:Talent.Management.DHS@tn.gov) by January 18, 2019.
- All email submissions must include in the subject line: DHS Program Director 2 – CTIRC Network Director
- **Target Salary: \$60,000-65,000.** Salary will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background screening.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*